



National  
Aeronautics and  
Space  
Administration

# NASA Development Programs Application

(Fellowship including Accelerating Leadership Option and Leadership Development Program)

## PRIVACY ACT STATEMENT

**The general Privacy Act Statement applies to this form. At a minimum, this document must be maintained under locked condition when not under the continuing control of a person authorized access to such material.**

Application Guidelines: Candidates must be concise. The minimal acceptable font size for this application is 9 point. Only one additional attachment page will be accepted. Applications not meeting these guidelines will be eliminated from further consideration.

PROGRAM APPLYING FOR (If Fellowship, list institution attending):

## SECTION I - APPLICANT BACKGROUND INFORMATION (To be completed by the applicant and reviewed by management)

1. APPLICANT'S NAME (Last, first, middle initial, suffix)	2. SOCIAL SECURITY NUMBER	3. DATE OF BIRTH
4. ORGANIZATIONAL MAILING ADDRESS (Include Mail Code/Stop)	5. OFFICE TELEPHONE NO. (Include area code)	
	4a. E-MAIL ADDRESS	6. FAX NUMBER
7. POSITION TITLE	8. PAY PLAN/SERIES/GRADE (Req.)	9. LENGTH OF SERVICE (Years) a. NASA      b. FED GOV'T
10. SUPERVISOR'S NAME AND POSITION TITLE	11. SUPERVISOR'S E-MAIL	12. SUPERVISOR'S OFFICE PHONE (Include area code)

## SECTION II - PERSONAL VISION STATEMENT (To be completed by the applicant and reviewed by management)

13. PLEASE WRITE A PERSONAL VISION STATEMENT THAT CAPTURES HOW YOUR CAREER GOALS CONTRIBUTE TO NASA'S VISION AND MISSION.

## SECTION III - BACKGROUND (To be completed by the applicant and reviewed by management)

14. EDUCATION (Colleges and universities attended)

INSTITUTION	DISCIPLINE	DEGREE	YEAR

15. OTHER TRAINING AND DEVELOPMENT (Relevant formal or informal training or development activities including Center or Agency wide management development and/or University Programs).

TITLE OF COURSE/PROGRAM	NAME OF ORGANIZATION CONDUCTING TRAINING	DATE ATTENDED	COURSE LENGTH

**SECTION III - BACKGROUND (CONTINUED)**

16. EMPLOYMENT HISTORY *(List in chronological order beginning with present position and then other principal positions held since entering a professional career)*

DATES	EMPLOYING ORGANIZATION/LOCATION	POSITION TITLE	GRADE

17. CURRENT POSITION *(Describe your current position and how it contributes to areas such as the Agency's Strategic Vision, Enterprise Goals and Objectives, Center Implementation Plans, Implementing Strategies and the Nation's needs.)*

**SECTION IV - DEVELOPMENT PLANNING (To be completed by the applicant and reviewed by management)**

18. ATTACH THE RESULTS OF YOUR SELF-ASSESSMENT FROM THE NASA LEADERSHIP MODEL. DESCRIBE YOUR RESULTS, YOUR STRENGTHS, AND WEAKNESSES, AND HOW THE PROGRAM SELECTED ADDRESSES YOUR DEVELOPMENTAL NEEDS.

19. COMPLETE THE GAP ANALYSIS MATRIX *(The matrix is on page 4 of this form.)*

**SECTION V - COMPETITIVE FACTORS (To be jointly completed by the applicant and his or her management)**

20. SIGNIFICANT RECOGNITION *(e.g., scholarships, honors, awards, or other forms of recognition received, including patents and publications. Identify recognition as center, agency, or external).*

**SECTION V - COMPETITIVE FACTORS (CONTINUED)**

21. SIGNIFICANT ACCOMPLISHMENTS *(Briefly and specifically describe significant accomplishments important to the organization. Include both technical and managerial accomplishments.)*

22. DESCRIBE IN DETAIL HOW THE DEVELOPMENTAL PROGRAM TARGETED WILL ADDRESS YOUR CURRENT JOB PERFORMANCE AND HOW THE KNOWLEDGE AND SKILL GAINED FROM THIS DEVELOPMENT EXPERIENCE WILL BE APPLIED TO MEET THE STRATEGIC NEEDS OF NASA, YOUR ENTERPRISE AND YOUR CENTER.

23. DESCRIBE HOW THE KNOWLEDGE AND SKILL GAINED DURING THIS PROGRAM WILL BE USED DIRECTLY BACK ON THE JOB. IDENTIFY AT LEAST TWO OF THE ACTIVITIES THAT YOU WILL ENGAGE IN FOLLOWING THE PROGRAM IN ORDER TO USE THE KNOWLEDGE GAINED IN A BROADER CENTER/AGENCY CONTEXT OR SHARE NEW IDEAS, KNOWLEDGE AND SKILLS FROM THE EXPERIENCE WITH THOSE OUTSIDE YOUR IMMEDIATE WORK GROUP. *(Activities listed must be approved by Center Management prior to applying for NASA Leadership Development programs.)*

POTENTIAL ACTIVITIES	DESCRIBE SPECIFIC ACTIVITY	COMPLETION DATE <i>(Must be within 90 days upon completion of Fellowship)</i>
SPEAK AT A CENTER WIDE SYMPOSIUM OR FORUM OR CENTER OR AGENCY LEVEL MANAGEMENT DEVELOPMENT PROGRAM		
BE ASSIGNED TO A SPECIAL PROJECT OR NEW POSITION TO APPLY THE NEW KNOWLEDGE AT A BROADER LEVEL		
OTHER		
OTHER		

**SECTION VI - SIGNATURES AND ENDORSEMENTS**

*I agree that after I have completed my leadership training, I will continue serving NASA for a period of not less than three times the length of the training, unless I am involuntarily separated. If I voluntarily leave NASA before completing this period of service, I agree to reimburse NASA a prorated portion of the tuition, travel and related fees (excluding salary) paid in connection with my training.*

24. SIGNATURE OF NOMINEE	DATE
25. SIGNATURE OF IMMEDIATE SUPERVISOR	DATE
26. SIGNATURE OF CENTER DIRECTOR	DATE

27. CENTER DIRECTOR'S WRITTEN COMMENTS *(Only written comments will be accepted.)*

FELLOWSHIP GAP ANALYSIS MATRIX			
PERFORMANCE DIMENSION AREA	PUT AN X IN THE BOX BELOW IF THAT AREA RATED LESS THAN 4	AVERAGE SCORE FROM SELF-ASSESSMENT <i>(Note the score in each box below)</i>	DEVELOPMENTAL EXPERIENCE THAT CLOSES GAPS <i>(Explain how proposed Fellowship Program fits)</i>
LEADERSHIP MODEL PERFORMANCE DIMENSION			
1. PERSONAL EFFECTIVENESS			
2. DISCIPLINE COMPETENCY			
3. BUSINESS ACUMEN			
4. WORKING INTERNATIONALLY			
5. MANAGING INFORMATION AND KNOWLEDGE			
6. LEADING AND MANAGING OTHERS			
NASA IMPLEMENTING STRATEGIES			
IS-1. ACHIEVE MANAGEMENT AND INSTITUTIONAL EXCELLENCE			
IS-2. DEMONSTRATE LEADERSHIP IN INFORMATION TECHNOLOGIES			
IS-3. ENSURE CORE CAPABILITIES AND PROCESSES			
IS-4. ENSURE A SAFE AND HEALTHY WORK ENVIRONMENT			
IS-5. MANAGE RISK AND COST			